



Important!

Please read this before submitting your application.

CHECKLIST OF APPLICATION MATERIALS PROGRAMS IN SCHOOL PSYCHOLOGY BALL STATE UNIVERSITY

GRADUATE SCHOOL APPLICATION:

(If you are not a United States citizen, disregard this section and see "International Applicants")

Applicants must apply to both the Graduate School and the Department of Educational Psychology. The department must receive notification from the Graduate School that your application has been approved before your departmental file can be evaluated for admission to the program. It takes the Graduate School approximately **four** weeks to process a completed application, so it is **imperative** that you submit your materials to the Graduate School in plenty of time to meet the departmental deadline of January 1st.

Send these materials directly to Admissions, The Graduate School:

1. **Graduate School application form:** The application form will ask for your degree objective. Indicate school psychology as your major. Do NOT write "psychology" as your degree objective, doing so will result in your application being forwarded to the wrong psychology department. If you are currently enrolled as a graduate student at Ball State University, you must still submit an application to the Graduate School.
2. **\$50 application fee:** Your application will not be processed until your fee has been paid.
3. Official transcripts of every institution attended, including transcripts from schools in which courses were transferred to another institution: If you are currently attending Ball State University or have attended in the past, the Graduate School will obtain transcripts that are already on file for you.
4. Results of the Graduate Record Examination General Test (GRE) taken within the last five years. Official results should be sent directly to Ball State University. If you use the code for BSU (R1051), the results will go to the graduate school. Please indicate that your major will be school psychology (3406).

DEPARTMENTAL APPLICATION:

The application deadline for school psychology is January 1st. All materials must be postmarked by the deadline. Send these items directly to the Admissions Coordinator, Programs in School Psychology, Department of Educational Psychology, Teachers College Room 524, Muncie, IN 47306: (Telephone 765-285-8500; FAX 765-285-3653)

1. **Departmental Application Cover Sheet (Appendix A):** A personal file will be created for you upon receipt of this form.
2. **Professional Goals and Self-Assessment Statement:** An autobiography including pertinent childhood, academic, and vocational experiences, reason for wanting to enter school psychology, and personal philosophy statement. Applicants should also outline their previous multicultural experiences.
3. **Three letters of recommendation:** We strongly urge you to follow up with your references to remind them of the deadline.
4. **Official Transcripts:** Transcripts must be received directly from granting institutions from all undergraduate and graduate programs previously attended (even if you only took one or two classes).
5. **Official scores of the GRE General Test:** Scores must be sent directly from the GRE testing service. Copies are not accepted. The G.R.E. must have been taken within the last five years.

GRADUATE ASSISTANTSHIPS:

A number of graduate assistantships are available on a competitive basis. All carry a stipend, full tuition remission, and a waiver of out-of-state fees. Assistants are required to work up to 20 hours per week. To apply for an assistantship, simply check the box on the graduate school application.

INTERNATIONAL APPLICANTS:

If you are not a United States citizen, your application must be evaluated and approved by the Center for International Programs before the department can review your file. Contact the Center at 765-285-5422 (FAX 765-285-3710) for an application packet. You are urged to apply early enough to the Center so that there is plenty of time to review your application before the departmental deadlines of January 1st. For the January deadline, the Center prefers to receive applications by November 1st. You must also submit the required departmental application materials listed above. **SEND ALL THE DEPARTMENTAL APPLICATION MATERIALS AND THE MATERIALS REQUIRED BY THE INTERNATIONAL CENTER DIRECTLY TO THE CENTER FOR INTERNATIONAL PROGRAMS—NOT TO THE DEPARTMENT OR TO THE GRADUATE SCHOOL.**

IMPORTANT NOTE:

To be evaluated by the department, your application must be completed by the January 1st deadline. Application files that are not complete by the deadline will be ineligible for review. You will receive only one notice from the department regarding the status of your application materials. We strongly suggest you to contact the department and the Graduate School before the deadline to check for missing materials. It is your responsibility to complete your file on time.



APPENDIX A
BALL STATE UNIVERSITY
Departmental Application Cover Sheet
Programs in School Psychology

Attention Applicant: When submitting departmental application materials, please send this cover sheet to the department with your materials so we can start an application file for you.

PERSONAL DATA AND GENERAL INFORMATION

Last Name _____ First _____ Middle _____

Local Address:

Permanent Address:

Work Telephone: _____ Home Telephone _____

Social Security Number _____ Birth date _____ (optional)

If you are a minority group member, please indicate your ethnicity (e.g. African American or Black Non-Hispanic, Asian American or Pacific Islander, Hispanic, Native American, Arab American, Alaskan Native). Note that answering this question is optional and will not affect your likelihood of admission. _____

Are you a United States citizen? Yes _____ No _____ If not, you must apply through the Center for International Programs and be admitted before the department can review your file. Please send all application materials, including this form, to the International Center. Contact the Center for additional forms and instructions.

Graduate School: Have you submitted an application for graduate study to the university graduate school? All degree candidates must be admitted by the Graduate School to be eligible for departmental review.

Both U.S. citizens and international applicants must submit all application materials early enough so that the Graduate School (or International Center) can review and process your application prior to the department's deadline.

Please indicate the academic year in which you would like to begin _____

What month/year did you take the GRE General Test? _____ If not yet taken, when scheduled? _____ (*Scores older than 5 years will not be accepted.*)

**BALL STATE UNIVERSITY
RECOMMENDATION FORM
APPLICANTS IN SCHOOL PSYCHOLOGY**

Applicant Name: _____

Applicant, see bottom of form regarding right to access recommendation letter.

Check the program(s) to which you are applying:

- ◆ MA. in School Psychology
- ◆ Ed.S. in School Psychology
- ◆ Ph.D. In School Psychology:

Qualifications: Please rate the applicant on each of the following in comparison to others you have known in similar capacities (circle a number for each item).

Known	Poor					Superior	Not
	1	2	3	4	5		
1. Academic ability	1	2	3	4	5		NK
2. Knowledge of psychology	1	2	3	4	5		NK
3. Interpersonal skills (verbal, nonverbal)	1	2	3	4	5		NK
4. Communication: written	1	2	3	4	5		NK
5. Communication Oral	1	2	3	4	5		NK
6. Research Skills	1	2	3	4	5		NK
7. Professional Commitment	1	2	3	4	5		NK
8. Overall qualifications for graduate study	1	2	3	4	5		NK

Written Recommendation: Please provide a written recommendation of the applicant addressing your relationship to him or her, your assessment of the applicant's strengths and weaknesses, and the applicant's appropriateness for graduate study in psychology. Use the back of this form or attach a separate letter.

Signed _____ Typed _____

Position _____ Date _____

Address _____

Mail recommendation to this address, postmarked no later than January 1st

Admission Coordinator
Department of Educational Psychology
Teachers College 524
Ball State University
Muncie, IN 47306

(For international applicants, send this form to the Center for International Programs by November 1st).

Right to Access: Under the Federal Family Educational Rights and Privacy Act of 1974, students are entitled to review their records, including letters of recommendation. However, those persons writing recommendations and those assessing recommendations may attach more significance to them if it is known that the recommendations will remain confidential. It is the applicant's option to waive the right to access these recommendations or to decline to do so. Please indicate your choice below and sign.

- _____ I waive my right to this recommendation
- _____ I do not waive my right to review this recommendation.

Applicant's Signature _____ Date _____

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